**Steering Committee Meeting Minutes**

**September 2, 2011**

**In attendance: Elysa, Steve, Susan, Jonathan, Nat, Dan, Shannon, Dana, Erin**

General updates on several areas.

Dan is putting together a website for the November 70th anniversary week.

Things to add to the website:

- Call for pictures for the video booth

- Request for witnesses

-Jonathan to work with Dan after program schedule has been made

Request for witnesses should be extended to nursing homes, Stoneridge and other elderly communities.

- Could “bring the 70th anniversary to them” using programs like the “memory bag”

- Could offer witnesses a free membership for one year

Passed out Shannon’s port itinerary which now includes Martha’s Vineyard

- “Transit” is the actual planned sail day, “WX transit” is the backup day if bad weather on the planned day of departure

- Leaving Mystic on a Saturday for press and because there is a superstition about starting a voyage on a Friday

- Should CWM be open at night after work days in NL? Yes, open to the public because there are only 2 other days CWM is open to public in NL.

-Should look into Memorial Day celebrations in New London

- Open June 4-6 and June 11-12 for school groups: as Mondays are more difficult for school groups

- Martha’s Vineyard and Provincetown are the least secure ports: rather spend more days in Newport or Mass Maritime

-Free Tug available to MV from Matthew’s guy, Ralph Packer

- Is it okay to go to MV before NB? Yes, because CWM will still be in NB on July 4.

- Possibility that CWM is only in Newport on June 20 or only in MV on June 24? Yes, becomes an “exclusive event”

- **Dan should make a major PR moment June 27 when CWM arrives at NB**

- What will she look like in transit from Mystic to New London? Will look nearly complete

- Should include a ceremonial accepting of the Whaleboats- at NB?

- Major moment in Boston next to the Constitution- the Mayflower also wants to be involved

- The 2 Stellwagen day sails are the best place for the most outreach- contact Charlie Robertson

- Should develop a list of the best times for donors to be on the CWM

- Should consider how to get visitors and donors on and off the CWM if not at port?

- Should contact NOAA boats for help getting visitors on and off CWM

-Should coordinate with whale watching boats for Stellwagen days and also consider the time of feeding for the whales

- Because CWM is staying at each port for different lengths of time should develop different levels of programs including both physical exhibitry and programmatic objects

- Wanted to help celebrate the Canal 100th during July 26- Aug 3

**September 29: Museum Party to celebrate achievement of shipyard for the ceiling**

Need to create a checklist for tours of the Morgan (especially after hours tours)

- **Set up outlook calendar and treat the Morgan like the Keener Rm: Shannon/Jonathan to check the calendar**

-Should be assumed that no one has access to the hold unless cleared in advance.